

HULMEVILLE BOROUGH COUNCIL

Meeting Minutes

January 3, 2022

The regular monthly meeting of the Hulmeville Borough Council was held on the above date at the Borough Hall, 321 Main Street.

Councilmembers Present

Dan Mandolesi, Vice President
Jim Pio
Nick Lodise
Doug Harris

Staff in Attendance

Diane McKairnes, Treasurer
Dorothy Omietanski, Secretary
Robert DeBias, Solicitor
John Baran, Chief of Police
Debbie Mahon, Mayor
William Wheeler, Fire Marshall/Borough Manager

Councilmembers Absent: Thomas Wheeler, President, Judy Coleman and Nick Toth

Councilmembers Late to Arrive: none

Staff Absent: none

Guests in Attendance: Michelle Mandolesi, Valerie Myers and Kurt Ludwig

Call to Order: Mayor Mahon called the organizational meeting to order at 7:35pm; all those present joined in the Pledge of Allegiance.

Swear in of Elected Mayor: Before the meeting Judge Baranoski swore in Debbie Mahon as Mayor of Hulmeville.

Swear in Elected Councilmembers and Tax Collector: Before the meeting Mayor Mahon swore in Tom Wheeler, Nick Lodise, Judy Coleman, and Jim Pio as elected council members. Mayor Mahon swore in Valerie Myers as elected tax collector.

Reorganization of Council:

- **Motion made by Mr. Lodise seconded by Mr. Harris to nominate Mr. Wheeler to position of council president; Motion passed with all in favor 4 -0-0.**
- **Motion made by Mr. Lodise seconded by Mr. Harris to nominate Mr. Mandolesi to position of council vice president; Motion passed with all in favor 4-0-0.**

Mayor Turned the Meeting Over to Vice President:

Minutes:

Motion made by Mr. Lodise seconded by Mr. Harris to approve the minutes of December 6 & 21, 2021; Motion passed with all in favor 4-0-0.

Review of Positions and Reappointments:

The following positions are reappointed:

- | | |
|----------------------------|--|
| 1. Solicitor | Robert DeBias |
| 2. Manager | William Wheeler |
| 3. Secretary | Dorothy Omietanski |
| 4. Treasurer | Diane McKairnes |
| 5. Borough Fire Marshall | William Wheeler |
| 6. Borough EMC | William Wheeler (Emergency management coordinator) |
| 7. Building inspectors | Building Inspections Underwriters |
| 8. Paper of record | Bucks County Courier Times |
| 9. Water & Sewer Engineer | Carroll Engineering |
| 10. President Pro-tem | Nick Lodise |
| 11. Chair of Vacancy Board | Dave Harris Sr. |
| 12. Borough Engineer | Gilmore |
| 13. Code Enforcement | Barry Isett Associates |
| 14. Zoning Officer | Borough Manager |
| 15. Police Chief | John Baran |
| 16. Water & Sewer Clerk | Patricia Slater |
| 17. Water Meter Reader | Sheri Wheeler |

Motion made by Mr. Mandolesi seconded by Mr. Lodise to accept the slate for 2022; Motion passed with all in favor 4-0-0.

The following committees are reappointed:

1. Water Authority – Patricia Taggart – 2026 (5-year term)
2. Zoning Hearing Board – Joe Coleman – 2024 (3-year term)
3. Planning Commission – Nick Lodise – 2025 (3-year term)
4. Planning Commission – Doug Edge – 2022 (completing Bill Wheeler’s term)
5. HARB – Debbie Williams – 2024 (3-year term)
6. HARB – Marce Heald – 2024 (3-year term)
7. Recreation Board – Steffany DeLeo – 2026 (5-year term)
8. Storm Water Management – Judy Coleman – 2024 (3-year term)

Mr. Mandolesi confirmed that all council committee assignments will remain the same with the exception of Doug Edge replacement of Bill Wheeler for Planning Commission and Nick Lodise to be the 2nd council person on the Planning Commission.

Motion made by Mr. Mandolesi and seconded by Mr. Lodise to approve the reappointments; motion passed with all in favor 4-0-0.

Mayor Mahon thanked Ms. Mandolesi for her notary work at the meeting tonight.

Public Comment: none

Police Report:

- Police Report - Mayor Mahon read the report for the month of December 2021: 10 Incidents, 1 Accidents, 1 Assists, 0 EMS, 12 Court, 0 Summary Citations, 29 Traffic Citations, 0 Criminal Arrests, 0 Parking and 0 Court for a total hour worked: 207 Total Salary \$5,370.50.

- Motor Vehicle Inventory Police Policy – Mayor Mahon recommended that council adopt the Motor Vehicle Inventory Police Policy.

Motion made by Mr. Lodise and seconded by Mr. Harris to adopt the Motor Vehicle Inventory Police Policy; motion passed with all in favor 4-0-0.

- Increase Police Hours – Mayor Mahon recommended that council increase the police officer hours from 5 hours to 6 hours per week Sunday to Thursday, which is an additional 5 hours per week.

Motion made by Mr. Pio and seconded by Mr. Harris to increase the police officer hours by 5 hours per week; motion passed with all in favor 4-0-0.

- Fire Arms Training – The officers had their second fire arms training on 12/8/21 and was an additional 3 hours of work time for each officer.
- Holiday Time – Chief Baran said it was very quiet over the holidays in the Borough. There were no major incidents.
- Car Repairs – The police vehicle needed a new pump and motor mount. The car also had three recalls that were addressed. The majority of the water pump cost was covered under warranty. The officers had no patrol hours 12/15,16,17,18,19 and 20 while the vehicle was being serviced.
- Parking Ordinance – As discussed at the work session Chief Baran suggested that council consider revising the parking ordinance. There continues to be issues with parking on Main and Reetz. The parents of children attending the dance studio park along Reetz. The owner has been notified twice of the issue. One person was issued a ticket and they are taking the matter to court. The person was sitting in their car for over 15 minutes, which according to the law is parking. The person felt they were not parked since they never left the car. The case is going to district court in January. Council would like to see the outcome of the case before deciding how they want to proceed. Chief Baran will keep them updated.

Mayor:

- Social Media Contract – Mayor Mahon distributed to council a proposed social media marketing agreement drafted by herself and Bill Wheeler at the work session. The contract would allow Steffany DeLeo to manage the Borough Facebook page. Everything Ms. DeLeo posts will require prior approval and Mayor Mahon will act as the contact between her and anyone wishing to post information on the site.

Motion made by Mr. Lodise and seconded by Mr. Harris to have Steffany DeLeo sign the Social Media Contract; motion passed with all in favor 4-0-0.

- Tree Proposal – Mayor Mahon has not received any responses to her request for quotes for tree work at Memorial Park. She will follow up with all tree services.
- Tree Planting – Mayor Mahon has spoken to both the Haefner and Romberger families and they are both aware of the tree planting planned in memory of their loved ones.

150th Committee:

- Next Meeting – The next 150th meeting will be held January 5th, 2022 via zoom.

Storm water/Floodplain/MS4:

- FEMA/PEMA Paperwork – FEMA/PEMA called to request the Borough’s FEIN number which Ms. McKairnes provided. Also, today Thomas Hughes from PEMA forwarded application instructions. Bill Wheeler will start the application process then reach out to Gilmore to finalize and submit it. The project the grant will cover is an area around Ford and Main.

TMDL / BMP's: Permit years 2018-2022 – DEP will be doing permit inspections. Samantha Brinker from Gilmore and Associates will keep us informed of that inspection. Due to Covid-19, this has been postponed.

- TMDL No1: encouraged riparian forest buffers for all residents along the creek
- TMDL No 2: conduct site inspections to encourage storm water control measures
- TMDL No 3: installation of 2 deciduous trees in open space or within the borough proper
- TMDL No 4: reduce infiltration
- TMDL No 5: modify basins for increased infiltration reduction
- TMDL No 7: encouraged home owners to install rain barrels
- TMDL No 8: additional provisions:
 - Continued with the 4 leaf pick-ups through the fall/winter season
 - Sump Pump inspection enforcement
 - Decide on sediment reduction project
 - Lawn and garden pick up 4/1-12/1 weekly

Borough Manager:

- Internet and Email Policy – The Internet Policy was last adopted in 2018. There have been no major changes to the policy just minor adjustments to its format.

Motion made by Mr. Lodise and seconded by Mr. Harris to sign a resolution to adopt the revised Internet and Email Policy; motion passed with all in favor 4-0-0.

- Access Control Policy – The Access Control Policy outlines policies for managing the key fobs for Hulmeville Borough Building and Police Department.

Motion made by Mr. Lodise and seconded by Mr. Harris to sign a resolution to adopt the Access Control Policy; motion passed with all in favor 4-0-0.

Fire Marshal: no report

Emergency Management Coordinator:

- Notification System – The training for the notification system by the state will be conducted sometime early February. Bill Wheeler does believe the training is only open to EMC staff, however he will double check.

Zoning/ Code Enforcement: no report

Water and Sewer:

- Lining Work – Mr. Ludwig updated council on the focus of the Authority for the beginning of the year. There is still lining work that needs to be completed. The Authority has been waiting on BCWSA to renew their contracts and they have not done so do date. Carroll Engineering believes it is in the Authorities best interest to wait for BCWSA to sign their contract, however Mr. Ludwig is going to ask Carroll Engineering to have another plan in place should the contract not be signed. The work is not in dire need; however, it should be done sooner rather than later.
- Sewer Caps – The Authority is going to start the process of educating and encouraging residents to replace their sewer caps. Mr. Ludwig will need to do some research into the types of caps the Authority will need to have on hand to offer residents. The inflow of water has reduced this past year; however, it is still higher

than it should be. The Authority is hoping replacing sewer caps will help to reduce the water flow. The Authority will provide residents the caps and the residents will have to pay to have it installed.

- Water Meter Replacement – The residents that are refusing water meter replacement this year will be receiving a letter stating their water service will be shut off if their meter is not replaced. BCWSA is set up to be able to assist the Authority with the shut off of water service. Mr. Ludwig would like to accomplish this task all at the same time. He needs to investigate which properties have received a warning letter already, draft another letter and then send them out at the same time.

Borough Property:

- Heater – The heater at Borough Hall was repaired tonight during the meeting. There was some wiring issues with the system.

Trash: no report

Lights: no report

Streets: no report

Personnel: no report

Finance: no report

Solicitor Report:

- Ratification – Mr. DeBias stated council needs to ratify the actions taken at the December 21st work session. Mr. Mandolesi clarified that the suggestion Mr. Wheeler made to donate 30,000 for a digital sign at the fire station was not an action taken just a suggestion made.

Motion made by Mr. Lodise and seconded by Mr. Harris to ratify the actions taken at the December 21st work session; motion passed 3-0-1 (Mr. Pio abstained from voting due to absence at work session).

- Deputy Tax Collector – Ms. Myers is required to secure a deputy tax collector in case she becomes unable to perform her duties. Michelle Mandolesi offered to be the deputy tax collector. Ms. Myers also needs a letter drafted verifying that she is the new elected tax collector for Hulmeville Borough. Ms. Omietanski will draft a letter and deliver it to Ms. Myers.
- Budget – Mr. Pio did not need the budget reopened.

Treasurer's Report: Treasurer's Report for January 3, 2022 was made available for inspection:

- | | |
|--|----------------------|
| • General Fund Checking Balance as of December 1, 2021: | \$ 178,445.27 |
| Expenses Totaled: | \$ -33,309.39 |
| Income Totaled: | <u>\$ 19,689.22</u> |
| General Fund Checking Balance as December 31, 2021: | \$ 164,825.10 |
| • Sewer Fund Checking Balance as of December 1, 2021: | \$ 45,659.49 |
| Expenses Totaled: | \$ -18,628.18 |
| Income Toted: | <u>\$ 5,647.19</u> |
| Sewer Fund Checking Balance as of December 31, 2021: | \$ 32,678.50 |
| • Sewer Fund PLGIT Balance as of November 30, 2021: | \$ 220,776.77 |
| • Highway Aid PLGIT Balance as of November 30, 2021: | \$ 72,039.48 |

